



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
SOUTH PACIFIC DIVISION, CORPS OF ENGINEERS

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San Francisco, California 94105-2195

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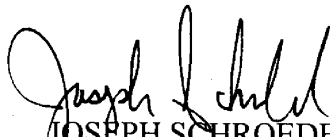
CESPD (385-10)

MEMORANDUM FOR Commander, US Army Corps of Engineers, 442 G Street NW,
Washington, DC 20314-1000

SUBJECT: South Pacific Division Regional Safety Management Action Plan,
FY 2005-FY2006

1. Reference: CESO memorandum, dated 24 May 2004, subject: Safety and Occupational Health Emphasis-Command Leadership.
2. Enclosed is the South Pacific Division Regional Safety Management Action Plan for FY 2005-FY2006. Each District within the SPD Region will develop an implementation plan and as appropriate add district specific action items. Each district will also provide a progress report semiannually to SPD. POC for this plan is Marsha Gilbert, HQ Forward Safety Manager for SPD/SWD.

Encl


JOSEPH SCHROEDEL
Brigadier General, US Army
Commanding

**SOUTH PACIFIC DIVISION
REGIONAL
SAFETY MANAGEMENT ACTION PLAN (SMAP)
FY 2005-2006**

Commander's Intent: South Pacific Division (SPD) will aggressively strive to meet the new metrics established for accident rates in the Consolidated Management Guidance. Fatalities and serious accidents will not be business as usual. We will investigate, analyze and make management and or supervisory changes as needed to prevent a reoccurrence. We will institutionalize the corrective action and share the lessons learned. Safety will be in the forefront in all we do.

Commanders, including myself, will be personally involved in the Safety and Occupational Health Program. We will be the Safety Officers for our Commands. Commanders shall ensure that sufficient resources (through a review of existing project histories and planned future projects to determine necessary programmatic changes in safety and occupational health manpower needs) are available to accomplish these SMAP actions. For Districts with limited safety and occupational health manpower a combination of the following should be used – other districts' safety and occupational health resources; the increased use of Corps Centers of Expertise; and contracting for specific safety and/or occupational health tasks.

1. Command Leadership

The Division Commander:

As the Division Commander I will continue to hold District Commanders accountable for district safety and occupational health programs. Provide regional safety and health guidance and direction. Commanders will include safety and health in speeches, Town Hall meetings, site visits, and at other opportune times.

The HQ-Forward Safety and Occupational Health Manager will:

Monitor accomplishment of action items in the SPD and district SMAPs.

Review accident trends, analyses, causes and share lessons learned to preclude similar accidents.

Keep the Commander apprised of safety issues and concerns.

Establish a Regional Safety and Occupational Health Council, which will address safety and occupational health issues regionally and provide recommend guidance and direction to the Division Commander. (Composition – Division/District Deputy Commanders and Safety and Occupational Health Managers)

Perform safety and occupational health quality management evaluations/command inspections of SPD Districts.

Establish Regional recognition and award program to celebrate safety successes.

SPD Staff will:

Ensure that safety and health is an integral part of the business processes for mission accomplishment.

Assist in establishing and championing regional approaches to safety and occupational health.

District Commanders will:

Accountability

Adopt or expand on the SPD Regional SMAP for FY05-06, establish milestones, and track the status of actions to include quarterly reviews to assure objectives are being accomplished. The actions stated in this document will be incorporated in the District SMAP at a minimum as appropriate. The District will also include District specific actions in their SMAP and carry over any objectives or initiatives that were not completed in FY04. Managers will strive to ensure that infrastructure safety deficiencies with a high cost for correction are reviewed for future FY funding with the intent to correct the deficiencies within three years from notation of the safety deficiency. These infrastructure safety deficiencies will be entered into a District Hazard Inventory Log. Additionally, interim controls to ensure protection of personnel and property and to reduce degradation of infrastructure will be implemented.

Review the past six years of accident data and develop target areas of improvement based upon this review.

Provide the necessary tools to ensure that all accidents are thoroughly investigated and that corrective actions are implemented.

Ensure that fatalities and serious accidents are briefed to the Division Commander (and then the USACE Commander) in a timely manner. Board Reports with forwarding letter should reach the Division Office within 35 days of the accident.

Ensure that collateral investigations are conducted for all Class A accidents and for accidents that have the potential for government or government contractor liability. (AR 385-40)

Support the Regional Safety and Occupational Health Council.

Support the sharing and utilization of safety and occupational health personnel regionally. Due to the limited resources not all Districts/Division have funds and spaces to support a full service District/Division Safety and Occupational Health Office. Several of the safety and occupational health professionals are located outside of the Safety and Occupational Health Offices, i.e. Engineering and Construction.

Ensure safety and health performance objectives are in the performance plan of District personnel key to safety.

Ensure that the Ergonomic Program is utilized to improve the work environment for both office and field activities. Identify government field activities and offices for ergonomic evaluations and analysis. Ensure that recommendations are implemented based upon the analysis.

Speeches

Discuss safety in speeches, staff meetings, and field visits.

Training

Ensure that appropriate safety and health training is provided to field and staff personnel for the purpose of increasing proficiency and probability for safety success. Ensure that the District has a tracking method in place to assure that government employees are receiving their safety and occupational health training required to perform their jobs safely.

Include high interest input to training requirements of critical functions. Ensure that the required training is provided.

Support Professional Development for safety and health careerists. Safety and health professionals who are effective are those who are technically proficient, service oriented and skillful in making things happen in the organization. Ensure individually tailored Individual Development Plans are developed and executed for safety and health personnel

Celebrate Successes

Develop programs to recognize safety successes.

The District Safety and Occupational Health Office will:

Speeches

Coordinate with public affairs to develop safety talking points and vignettes for senior leaders to communicate safety strategies and successes.

Celebrate Successes

Share safety success and lessons learned with other Districts in SPD.

Establish District recognition and award program to celebrate safety successes.

Safety and Occupational Health Inspections of USACE Facilities

Perform safety and occupational health quality management evaluations annually to ensure safety and health programs and procedures are established and implemented at all organizational levels.

2. Civilian Employee Accident Prevention and Loss Control

Each District will:

Implement a countermeasure (initiative) program above and beyond the normal accident prevention efforts for the two accident types of the highest frequency in the last six years for government work.

Provide guidance to the field so that Position Hazard Analysis (PHA's) may be updated to reflect the new guidance.

Ensure that an active and effective light duty program is in place.

The District Safety and Occupational Health Office will:

Provide analysis of the past six years of accident data for government employees to District staff and to SPD for inclusion in a regional review. This data should be used to target high hazard areas and to develop countermeasure programs.

Ensure that annual safety and occupational health inspections are conducted for all District facilities. High hazard areas should be conducted at least twice a year as appropriate and depending on the length of the project. Identify an inspection frequency for contractor activities.

Metrics

Civilian Employee Lost Time Rate

$$\frac{\text{Number of Lost Time Accidents} \times 200,000}{\text{Hours Worked (RM Manpower Database)}}$$

FY05	Green = 1.10 or less	Amber = 1.11-1.27	Red = 1.27 or greater
Fy06	Green = 1.05 or less	Amber = 1.06-1.22	Red = 1.22 or greater

Civilian Employee Total Lost Day Rate (OWCP)

$$\frac{(\text{COP Cases} + \text{LWOP Cases}) \times 200,000}{\text{Hours Worked (CEFMS Time and Attendance)}}$$

Commanders shall establish and sustain a program to meet or exceed the Lost Work Day Rate Target set by the SECDEF

FY05 Target: End of FY05 Rate = 8.60

3. Project Management (Focus on Design and Construction)

Each District will:

Ensure safety programs are implemented for government and contractor activities.

Implement a countermeasure (initiative) program above and beyond the normal accident prevention efforts for the two accident types of the highest frequency in the last six years for contractor work.

Strive to integrate safety engineering and management early in and through out the life cycle of each project. Use PMBP process in accordance with the Business Process Manual requirements contained in Reference Document 8016G (PMPs/PgMPs) to include the execution of a project Safety and Occupational Health Plan (SOHP) as an integral part of the overall Project Management Plan (PMP).

Ensure that risk assessment is conducted of all command activities (civilian and contractor). Focus accident prevention on all activities. Ensure risk management tools for accident prevention i.e. Activity Hazard Analysis (AHA), Position Hazard Analysis (PHA) and Accident Prevention Plans are used.

The District Safety and Occupational Health Office will:

Provide analysis of the past six years of accident data for government employees, contractors and the public to District staff and to SPD for inclusion in a regional review. This data should be used to target high hazard areas and to develop countermeasure programs.

Implement a countermeasure (initiative) program above and beyond the normal accident prevention efforts for the two accident types resulting in the highest frequency rate during the last six years of contractor work.

Metrics

Contractor Employee Lost Time Rate

$$\frac{\text{Number of Lost Time Accidents} \times 200,000}{\text{Hours Worked (Provided by Division/District)}}$$

CMR Metric: Quarterly

FY05 Green = 0.58 or less

Amber=0.59-0.68

Red = 0.69 or greater

FY06 Green = 0.54

Amber = 0.55-0.64

Red = 0.65 or greater

4. Public Recreation Safety

Each District will:

Provide support for recreational safety. Encourage attendance to the Water Safety Congress with representation from recreation areas having safety responsibility for reduction in public accidents.

The District Safety and Occupational Health Office will:

Analyze accident data for recreational related public fatalities covering the last six years. Use this data to target initiatives at District and project level.

Implement a countermeasure (initiative) program above and beyond the normal accident prevention efforts for the two accident types resulting in the highest frequency rate during the last six years of public fatalities.

Metrics

Public Fatality Rate

$$\frac{(\text{Number of Public Fatalities} \times 1000,000)}{\text{Visitor Hours}}$$

FY 05: Target Rate - 0.61

FY 06: Target Rate – 0.58

5. Milestones and Checklist

Milestones will be established for each action. District and Division will review the status semiannually. A checklist will be used by the Division to track the status of each District.

Sample of Safety and Occupational Health SMAP Item (EXAMPLE)

ACTION: Ensure that annual safety and occupational health inspections are conducted for all District facilities

RESPONSIBLE OFFICE: Safety and Occupational Health

MILESTONES:

1. Identify government facilities to be inspected by 30 November 04
2. Develop inspection plan by 31 December 04
3. Track individual inspection completion on excel spreadsheet. Periodically review status and make changes as needed to assure accomplishment.

Summary

This South Pacific Division Regional Safety Management Action Plan for FY 2005-FY2006 should help this division to continue with their efforts to provide a safe and healthful environment for SPD employees, contractors and members of the public using our facilities. Safety and Occupational Health Program management in SPD region is everyone's responsibility. This will be accomplished through implementing the main focus areas of this plan, Command Leadership, Civilian Employee Accident Prevention and Loss Control, Project Management (Focus on Design and Construction) and Public Recreation Safety. By signing we endorse this plan.

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